# eWiSACWIS Anywhere Quick Reference Guide

This document is intended to help the user with the offline version of the eWiSACWIS application known as eWiSACWIS Anywhere.

1. With your Tablet PC or Laptop connected to your State or County local area network, double-click the following (or similar looking) icon located on your desktop. This will start the connection software that is used to run the eWiSACWIS Anywhere application on your computer.
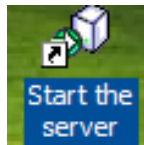

2. Next, double-click the following (or similar looking) Internet Explorer icon located on your desktop. This will open up Internet Explorer which will be used to navigate within the eWiSACWIS Anywhere application.

3. You will be presented with the eWiSACWIS Anywhere log-in page. Enter your regular eWiSACWIS user ID and password and click 'Submit'.

Note: It is also possible to get to the eWiSACWIS Anywhere login page, by typing the following address http://localhost:9080/ewisacwis/Sacwis.jsp into the Internet Explorer Address field (from any other web page) and clicking 'Go'. Either way, you will be presented with the login page below.
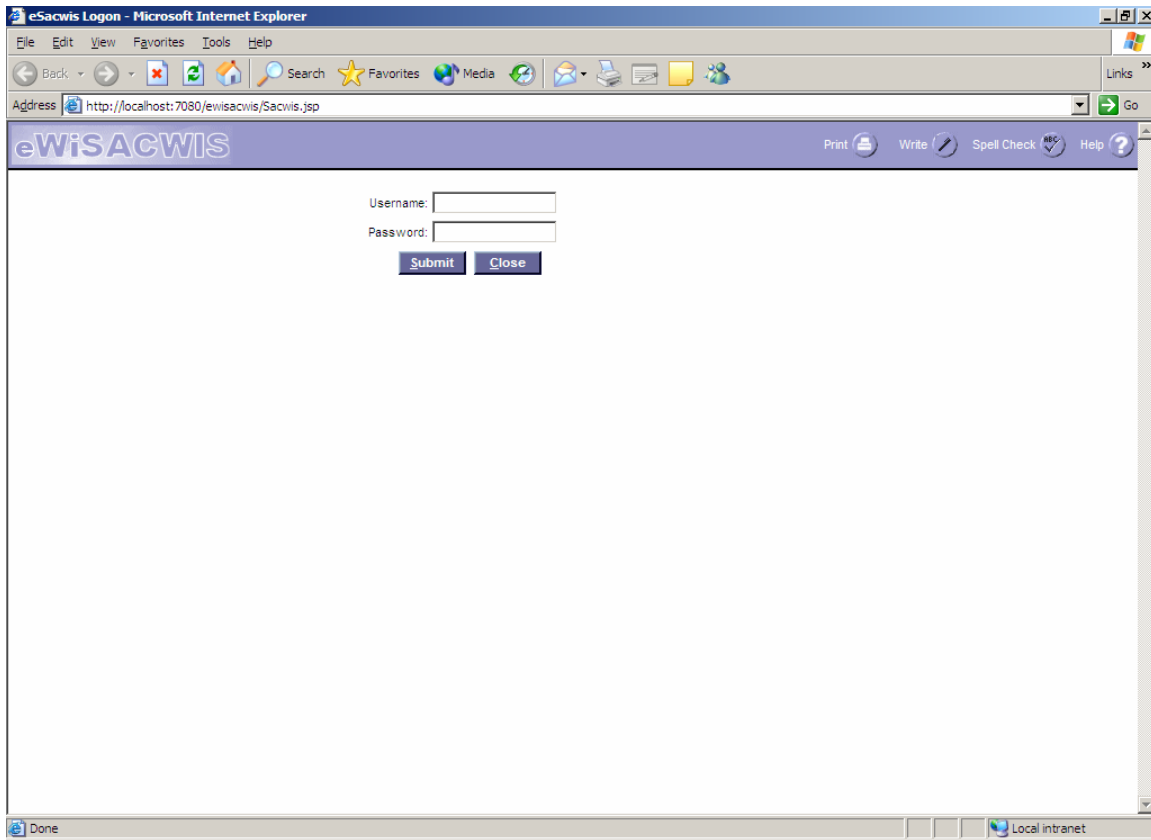
2. Upon successfully logging in, you will be presented with the following eWiSACWIS Anywhere 'offline' desktop. Notice that it says "eWiSACWIS (Offline)" on the title bar of the logon page.
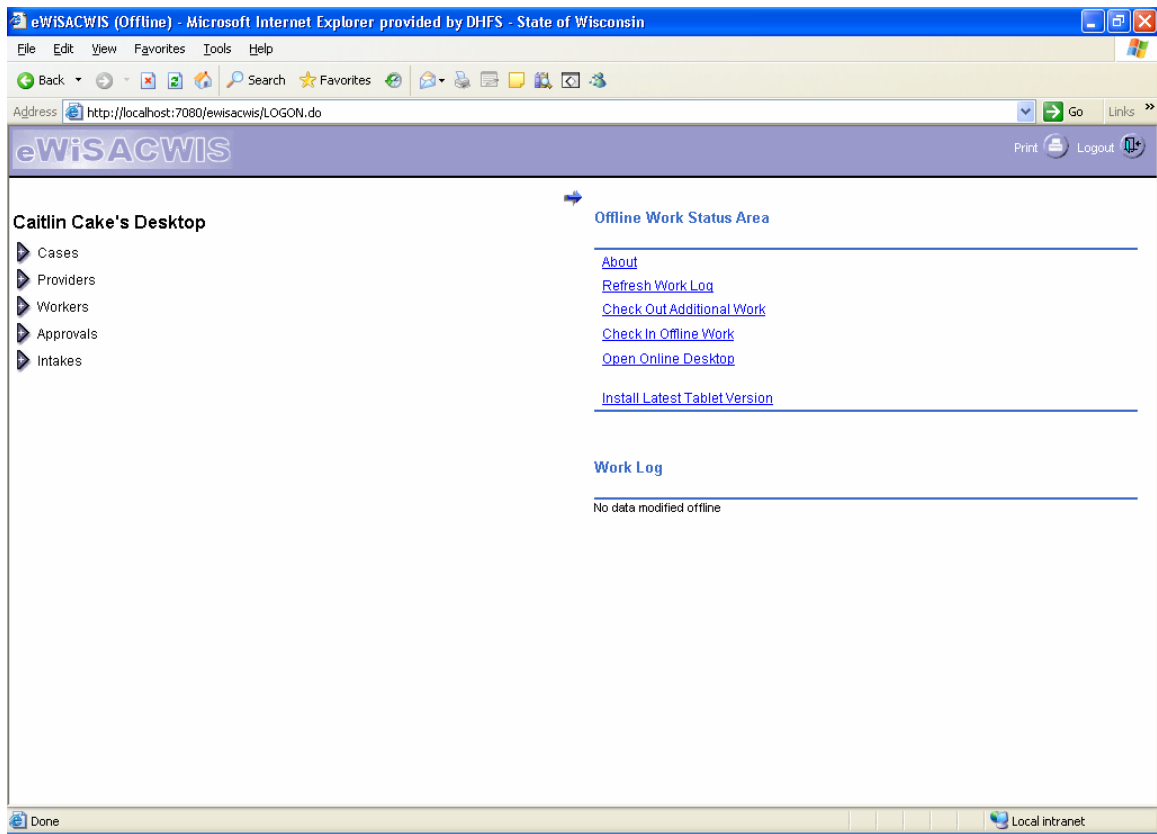
3. In order to check out cases, you must be connected to the Internet. Click on the Check Out Additional Work hyperlink. You will be presented with a list of cases you are currently assigned to. Select the check boxes in front of the cases or individual pieces of work you want to check out for offline work. Then, click the "Check Out" button.

Note: the more cases you check out, the longer it will take to download the case data to the Tablet PC/Laptop. Therefore, it is best practice to only check out the cases you are planning to work on. Depending on the amount of history on the case, the 'checkout' process can take anywhere from 1-5 minutes.
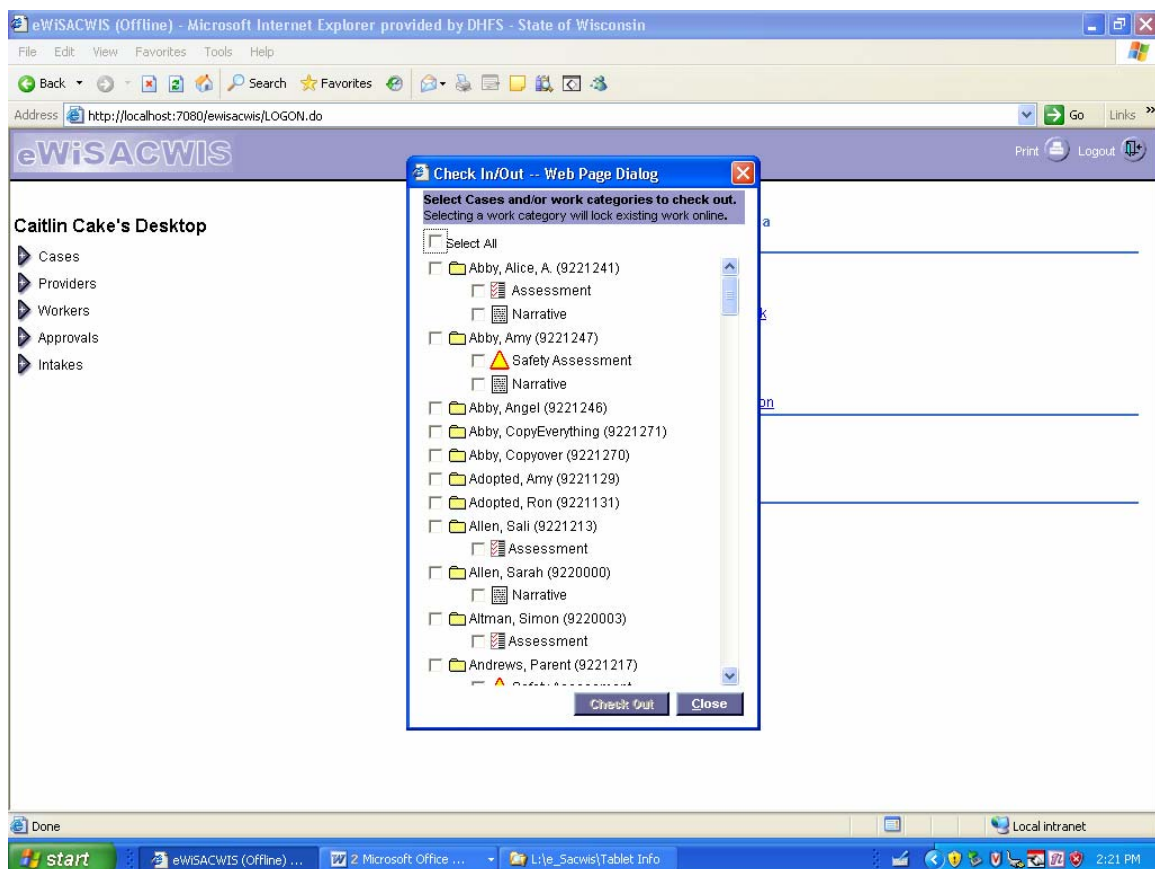
4. After the 'checkout' process has been completed, you will be presented with the following message informing you the check out process has been successful. Click "Close". Once you have checked out all of the cases you need, it is no longer necessary to remain connected to the Internet.
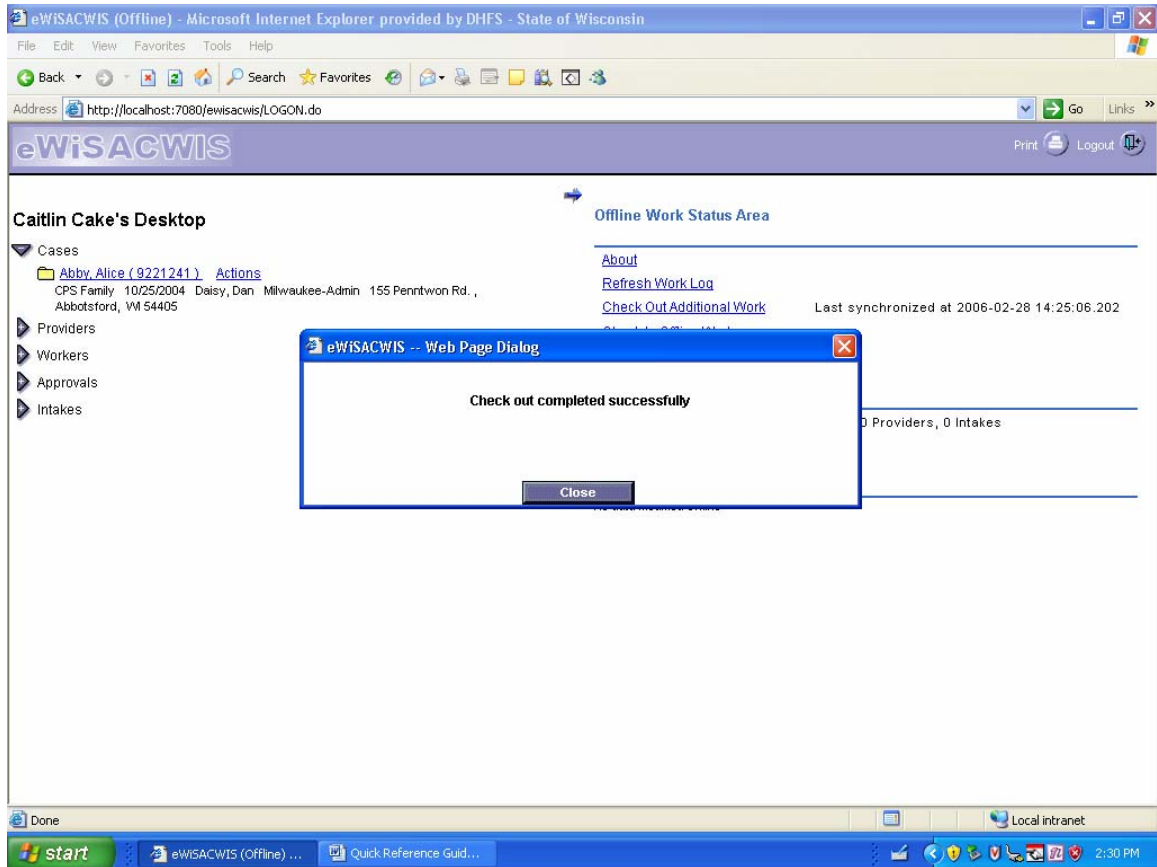
5. Expand the Cases expando and you will see all the cases and work you've just checked out. To begin creating 'offline' work, click the Actions hyperlink immediately to the right of one of your cases.
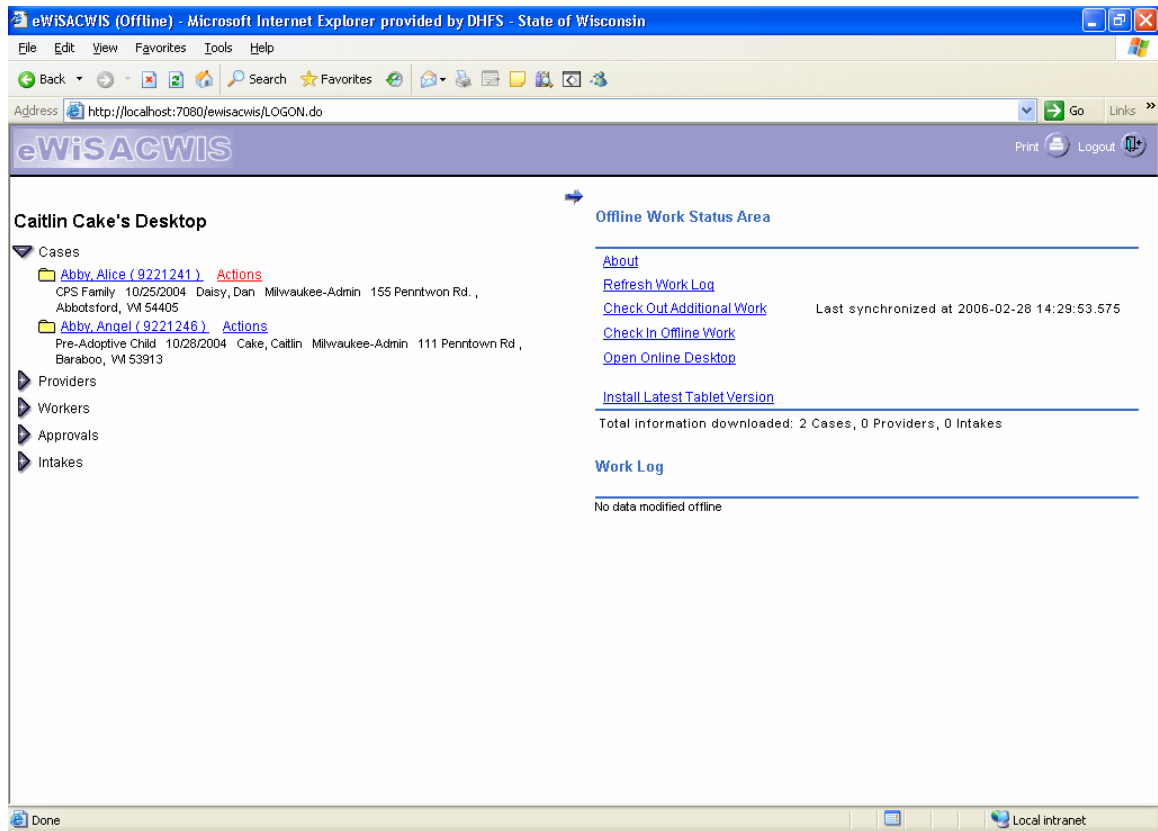
6. The Actions popup page opens. Currently eWiSACWIS Anywhere allows the following work to be created: Assessment Contact, Initial Assessment Primary-Caregiver, Initial Assessment Secondary Non-Caregiver, Initial Assessment Narrative, Case Notes and the Safety Assessment and Plan.

Note: The creation of the 'offline' work varies from the creation of the 'online' work only by the manner in which it is started. When creating work 'offline', the Actions hyperlink must be selected to identify the work while will be created.

Note: Assessment Contacts can only be created if the case you checked out has a pending Initial Assessment. Similarly, the various types of Initial Assessments require that the base Assessment window to have been completed and saved prior to 'downloading' the case itself.
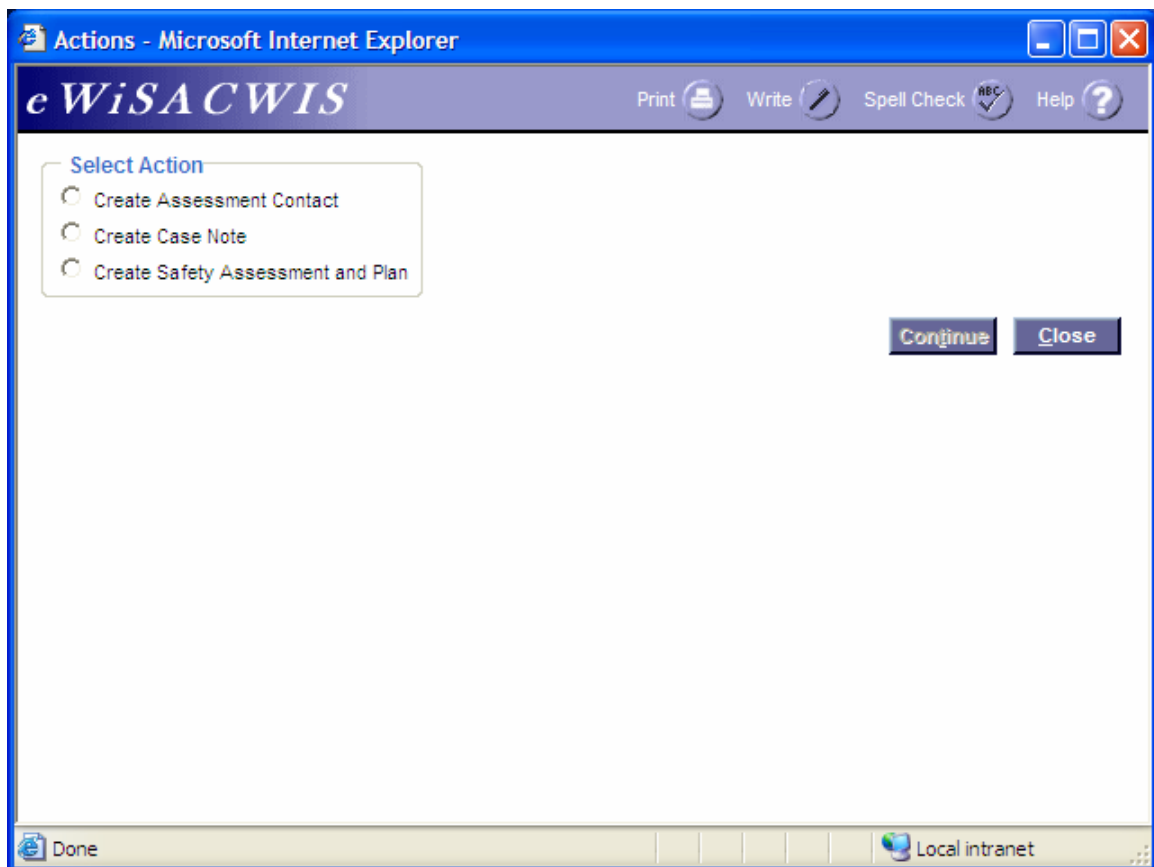
7. To create a case note, select the 'Create Case Note' radio button and click Continue. The Case Note window will open. If you want to use the writing stylus (pen) attached to the Tablet PC, click on the "Write" icon on the banner and the "SACWIS Pen Input" window will pop up. Using the stylus provided with the Tablet PC, you can write free hand directly on the Tablet PC screen. You can also use the Microsoft Tablet XP Input Panel for handwriting recognition. You can learn more about this from the Help documentation on your Tablet PC.
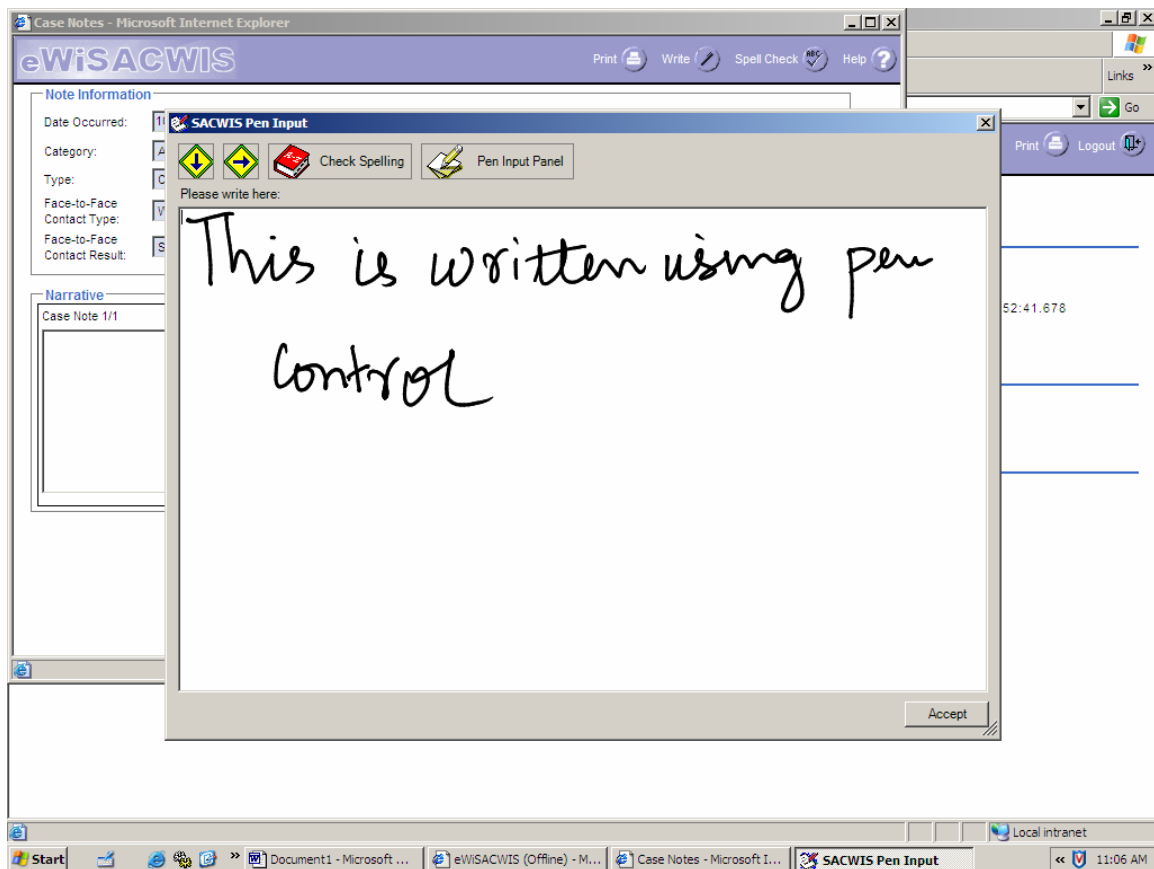
8. After you are done writing, the handwritten text will automatically be transformed on the SACWIS Pen Input window to typewritten text. Once you are satisfied with the input, click the "Accept" button.
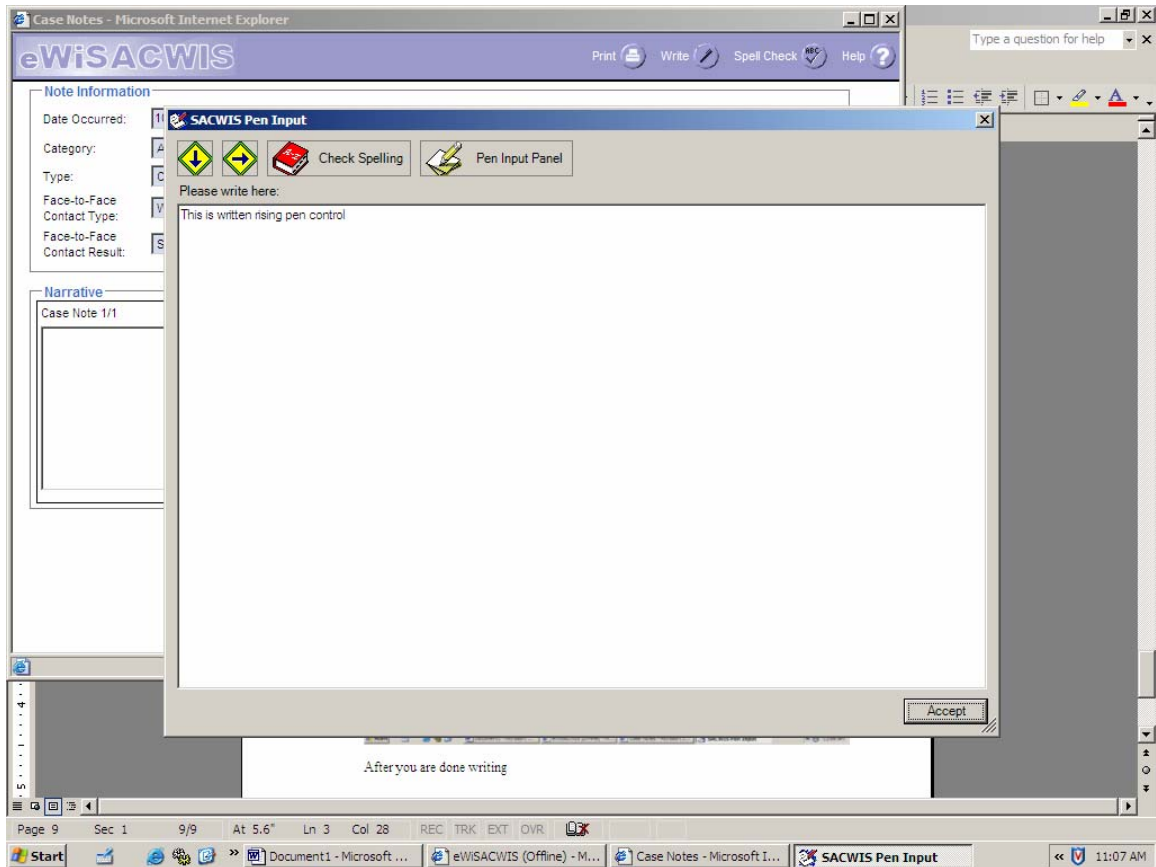
9. All the information from the pen input window will be transferred to the Case Notes window Narrative group box. Complete the remainder of the required information on the window then click Save and Close.

10. You will be taken back to the offline Desktop. Click on the Refresh Work Log hyperlink. You will notice a new entry under Work Log showing the Case Note you just created.
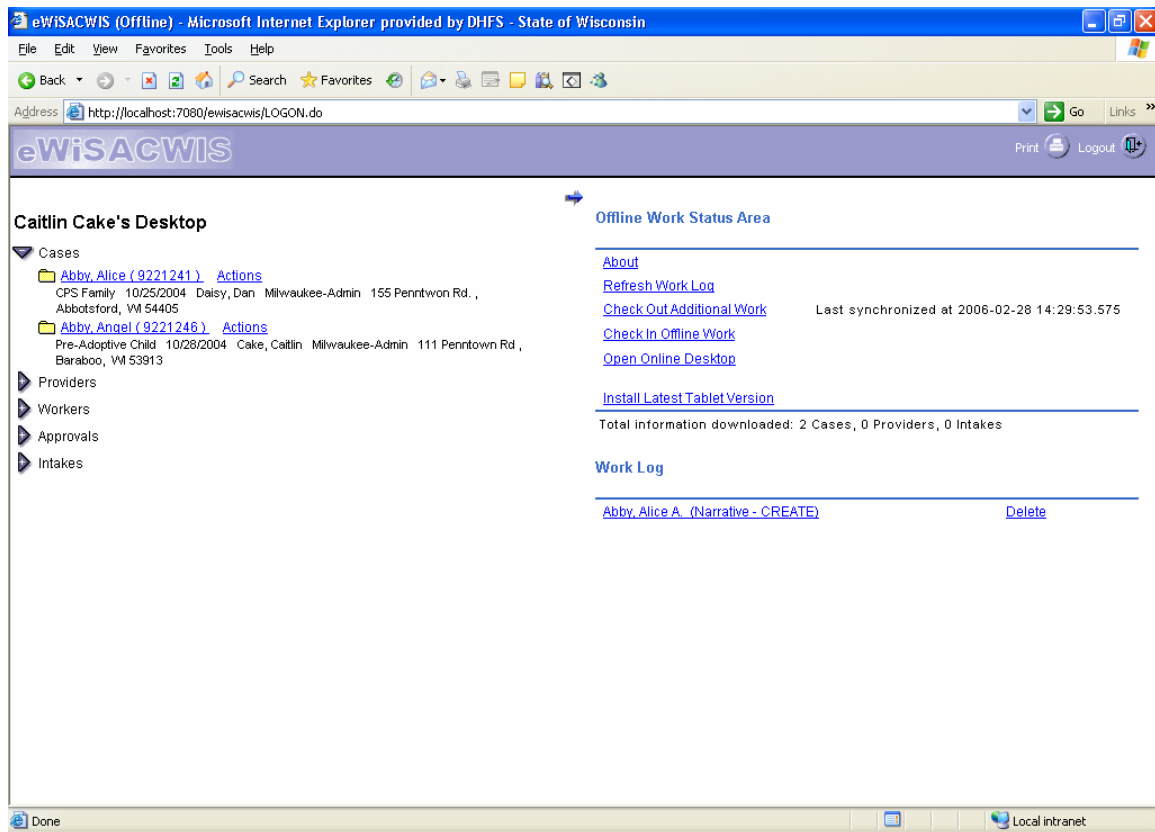
11. If you wish to edit the work you have created, click on the hyperlink containing the case name and the type of work (in the example above, Abby, Alice A. (Narrative – CREATE) , add or modify the information as appropriate and save it.

12. To check in the Case Note you've just created to the online application, first make sure you are connected to the Internet and then click on the Check In Offline Work hyperlink. Select the work you would like to check in and click the Check In button. After successfully checking your work back in, you will notice that the work log is empty. All the selected work has been checked in to the online application. To verify the check in was successful, click on "Open Online Desktop" and enter your user id and password. Expand the Narrative icon for the case you did the work for and you will notice that the case note you created offline now appears online. The case note will remain editable for 30 days from the date it was created. Similarly, the Safety Assessment and Plan and Initial Assessments that can be created Offline remain editable until Supervisory Approval.
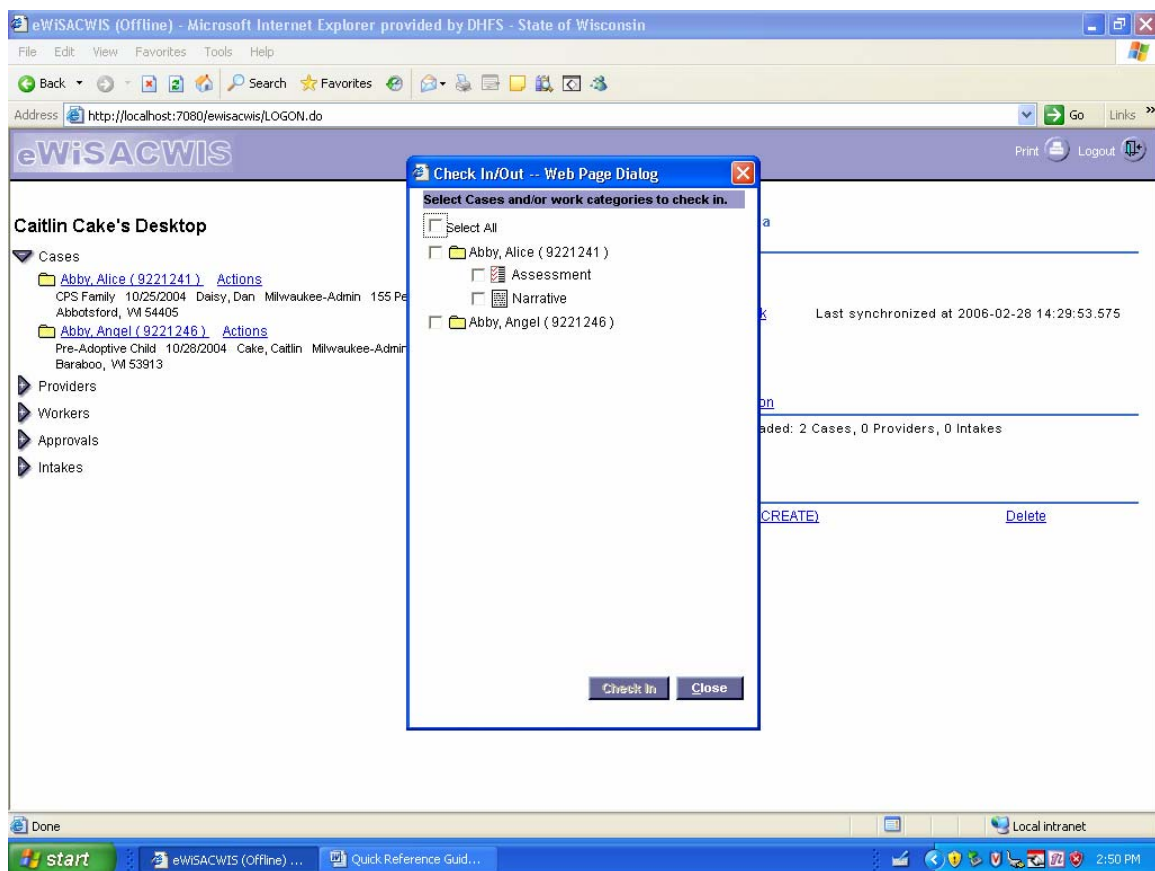
Note: When cases are checked out, a 'Lock' icon will appear (online) in front of the case icon and specific work items as shown below. Work which is preceded by the lock icon cannot be modified online. With the exception of Case Notes, new versions of 'locked' work cannot be created online.